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# DEPARTMENT OF ADMINISTRATION

## DIPATTAMENTON ATMENESTRASION

HUMAN RESOURCES DIVISION  
(Dibision Inadilanto yan Guinaha Para Taotao)

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LOURDES A. LEON GUERRERO  
Governor (Maga'håga)

JOSHUA F. TENORIO  
Lt. Governor (Sigundo Maga'låhi)

### DEPARTMENTAL COMPETITIVE EXAMINATION

To establish a list for the position of

## FIREFIGHTER II

Announcement Number: DOA 113-22

Area of Consideration: GUAM FIRE DEPARTMENT

Open: May 4, 2022 Close: May 17, 2022

### LAW ENFORCEMENT PAY PLAN

OPEN: JL21-01; \$37,900 P/A –JL21-10; \$56,852 P/A

PROMOTION: JL21-01; \$37,900 P/A –JL21-20; \$80,195 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 and 457), health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit [www.ggrf.com](http://www.ggrf.com). For other inquiries please visit Department of Administration website [www.hr.doa.guam.gov](http://www.hr.doa.guam.gov)

#### Who Can Apply

Only permanent, government of Guam employees from the department or agency as identified in the area of consideration above can apply. The appointing authority for the above department/ agency has identified this position as a career development opportunity for his/her employees pursuant to rule 4.101.A1.

#### Qualification Requirements

Two years of experience as a Fire Fighter I and completion of fifteen semester hours of college credits from an accredited institution; or

Two years and four months of experience as a Fire Fighter I.

#### Necessary Special Qualification

Must possess a valid Emergency Medical Technician Basic (EMT-B) certification (10 GCA §72105.4). Must possess a valid driver's license. In addition to meeting the NSQs above, the following Certifications below are required. All certifications listed below with the exception of the (NREMT) EMT (Basic) Certification must be from the National Board on Fire Service Professional Qualifications (ProBoard), or the International Fire Service Accreditation Congress (IFSAC) accredited; [Note: Certifications obtained by other training entities can be accepted if the training entities are accredited by ProBoard and such certifications can be verified using the ProBoard website.] National Registry Emergency Medical Technician (NREMT) EMT (Basic) Certification, Hazardous Material Operation, Firefighter I and Firefighter II.

#### Nature of work

This is moderately complex fire suppression, prevention, rescue and ambulance operations work in combating, extinguishing and preventing fires. Work involves duties of protecting life and property under the direction and supervision of a Fire Service Specialist or above. Employees in this class learn and participate in the operation of fire equipment and apparatus and perform hazardous tasks under emergency conditions which may require strenuous exertion under such handicaps as smoke, collapsed structures, intense heat, toxic environments, cramped surroundings, or under the possible threat of being infected with communicable disease during ambulance operations. Specific orders and directions are given by superior officers; however, the work requires individual employees to show initiative and a thorough understanding of fire equipment and apparatus, rescue, and ambulance methods and procedures. Work in this class is reviewed through frequent inspections, examinations, discussions, and submission of reports.

#### Illustrative Examples of Work

Responds to all emergency/non-emergency alarms with assigned company; lays and connects hoses; holds nozzles; directs fog or water streams; raises and climbs ladders; uses chemical extinguishers, bars, hooks, lines and other equipment. Responds to emergency medical calls by ambulance; checks pulse and respiration of persons to determine whether circulation and respiration are functional; treats range of injuries on persons involved in accidents using first aid and emergency medical technician (EMT) techniques; administers cardiopulmonary resuscitation (CPR); transports sick or injured persons by ambulance to medical facilities. Ventilates burning buildings by opening windows and walls or by chopping holes in roofs and floors; removes person from danger; holds life nets; performs salvage operations such as throwing salvage covers, sweeping water, and removing debris. Attends and actively participates in all drills and training sessions conducted by the department in fire suppression, prevention, rescue, and ambulance service operations. Performs general maintenance work in the upkeep of fire department property; cleans walls and floors; makes minor repairs to property and equipment; washes and hangs hoses; cleans and secures test apparatus. Relays instructions, orders, and information; gives location of alarms from dispatcher. Performs related duties as required.

#### Knowledge, Abilities & Skills

Knowledge of the physical layout of villages throughout the Territory of Guam. Knowledge of the technical aspects of fire suppression, prevention, rescue, and ambulance operations. Knowledge of first aid principles, practices, and techniques. Ability to work effectively with the public and employees. Ability to react quickly and calmly in emergencies. Ability to understand and follow oral and written instructions. Ability to communicate effectively. Skill in the use, operation, and care of fire suppression equipment and apparatus.

## FIREFIGHTER II DEPARTMENTAL COMPETITIVE EXAMINATION

### Minimum Educational Requirements

All new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of a certification program, from a recognized, accredited or certified vocational technical institution, in a specialized field required for the job, pursuant to Public Law 29-113.

### Documentation Requirements

To validate credentials you may claim, (e.g., High School Diploma, College Transcript, DD-214, etc.), an original or certified copy of the document(s) must accompany each employment application you are applying for with your legal signature. Applicants shall be responsible to provide all required documents for each employment application submitted and failure to provide proof may result in disqualification. For more information, please contact the Recruitment Branch at 475-1141/1120.

### Suitability Determination Form

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2. If you answer "yes", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability form if anything occurred that warrants updating your responses on your Suitability Form after you have submitted your application.

### Prohibition Pursuant to P.L. 28-98

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam.

### Examination Requirements

Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

### Interviewing Procedures

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

### Employment Medical Examination

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

### Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

### Drug Screening

Applicants selected for and offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Test Designated Positions (TDP), failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

### Police & Court Clearances Requirements

If selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

### Where to Apply

Submit job applications at the Department of Administration, Human Resources Division 2<sup>nd</sup> floor, ITC building, Tamuning, between the hours of 9:00 a.m. – 4:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodation should contact this office prior to any scheduled examinations or interviews.** OUR OFFICE WILL BE ACCEPTING APPLICATIONS ELECTRONICALLY. PLEASE EMAIL YOUR APPLICATION(S) TO: [DOAJOB@DOA.GUAM.GOV](mailto:DOAJOB@DOA.GUAM.GOV)

### For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1128. In addition, job announcements and employment application forms are accessible to download at Department of Administration's website at [www.hr.doa.guam.gov](http://www.hr.doa.guam.gov). For further information, you may email [doajobs@doa.guam.gov](mailto:doajobs@doa.guam.gov).

  
SHANE C. NGATA  
PERSONNEL SERVICES ADMINISTRATOR  
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WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATION.